

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 03/30/2016)

1. Definitions.

- A. **Bulk Electric System (BES).** The electrical generation resources, transmission lines, interconnections with neighboring systems, and associated equipment, generally operated at voltages of 100 kilovolts or higher. Radial transmission facilities serving only load with one transmission sources are generally not included in this definition.
- B. **Critical Infrastructure Protection (CIP).** The North American Electric Reliability Corporation (NERC) CIP Reliability Standards consists of nine reliability standards and a total of 45 requirements. Eight of these nine standards and a total of 41 of the 45 requirements deal specifically with physical and logical cyber security controls associated with the BES Critical Asset (CA) and their supporting Critical Cyber Asset (CCA).
- C. **CIP Access Control Officer.** The local staff member responsible for documentation, tracking, and verification of an individual's personnel risk assessment (PRA). This staff member may be locally designated by the regional, facility, or area office manager responsible for local implementation of the PRA process.
- D. **CA.** A facility, system, or equipment, which, if destroyed, degraded, or otherwise rendered unavailable, would affect the reliability or operability of the BES.
- E. **CCA.** A cyber asset, including programmable electronic devices, communication networks, hardware, software, and data that is essential to the reliable operations of a CA.
- F. **Directorate.** The organizational components of the director. This includes the Director, Technical Services Center (TSC); Director, Safety, Security, and Law Enforcement (SSLE); Director, Information Resources Office (IRO); and the Senior Advisor, Hydropower.
- G. **Directors.** The Senior Executive responsible for specific programs or facilities. This includes: regional directors; Director, TSC; Director, SSLE; Director, IRO; and the Senior Advisor, Hydropower.
- H. **Federal Bureau of Investigation.** An agency of the Justice Department responsible for investigating violations of federal laws.
- I. **Homeland Security Presidential Directive.** Any of a number of directives issued by the President of the United States aimed at addressing specific needs with respect to Homeland Security.

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- J. **Individual.** The employee, contractor, managing partner, or operating entity employee that needs unescorted access to a CCA.
- K. **Logical Access.** Logical, or electronic, access is the ability to make use of any information system resource.
- L. **National Agency Check with Inquiries.** A type of background check involving a criminal check through national law enforcement organizations in conjunction with written reference and history checks.
- M. **NERC.** A corporation made up of 10 regional councils that monitor all participating utilities located in the geographic areas of Canada, the United States, and a small portion of the Baja California Norte, Mexico. Its mission is to ensure that the BES in North America is reliable, adequate, and secure.
- N. **Network.** A collection of terminals, computers, servers, and components which allows for the easy flow of data and use of resources between one another.
- O. **Office of Personnel Management (OPM).** An Executive Agency of the United States Government addressing federal civil service.
- P. **Personnel Security Adjudicator.** The regional office employee that is trained and certified to be responsible for adjudicating the required Criminal History Check in accordance with OPM adjudicative guidelines. Generally, this person is located in the Background Investigation Adjudication Office¹ in either the regional Human Resources Office or Regional Security Office.
- Q. **PRA.** An assessment, completed by Reclamation, of organizational risk related to the access (either unescorted physical access or logical access) granted to an individual based on verification of their identity and completion of a 7-year criminal history check – specifically, a Special Agency Check or other criminal history check, as provided by OPM.
- R. **Special Agreement Check.** An agreement an agency has in place with the investigative agency to conduct certain checks in pre-screening candidates. These checks usually consist of a fingerprint and record check conducted by the investigative agency to determine if there are any suitability or security issues.

¹ The Background Investigation Adjudication Office is defined in the D&S associated with this Appendix.

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- S. **Successfully Completed.** When applied to a PRA, successfully completed indicates that the required criminal and identity checks have been completed and that the results have been favorably adjudicated by Reclamation in accordance with recognized and applicable OPM guidelines.
- T. **Temporary Reclamation Manual Release.** A Reclamation Manual release that will expire after one year unless it is superseded by a permanent release.
- U. **Unescorted.** Access, specifically physical access, to CCA where such access is not monitored by a Reclamation employee with unsupervised access authorization who maintains an awareness of what the escorted individual is doing at all times during the duration of the physical access. All logical access to CCA is considered unescorted.
- V. **USAccess Adjudicator.** The regional or area office employee responsible for initiating the required Criminal History Check with OPM. Generally, this person is located in the regional Human Resources Office or the Regional Security Office.
- W. **USAccess Sponsor.** The regional or area office employee responsible for sponsoring individuals in the USAccess system.